



US COURTS
District of Idaho

CASE MANAGEMENT
CM/ECF
ELECTRONIC CASE FILES

**Please note that the following answers are based on the latest draft of the District of Idaho CM/ECF General Order and Electronic Filing Procedures which could be subject to later change. You can access this and other relevant CM/ECF information on our website at www.id.uscourts.gov by clicking on the Electronic Case Filing icon.*

What documents can be filed electronically under the District of Idaho CM/ECF Program?

All adversary complaints, petitions, motions, pleadings, memoranda of law, or other documents, except for creditor matrices and orders, can be converted into portable document format (.pdf) and filed directly in the CM/ECF System. Creditor matrices are to be filed in a similar manner, but in text (.txt) format. Orders are to be submitted in a format compatible with WordPerfect version 5.1 or higher.

What documents CANNOT be filed electronically in the District of Idaho CM/ECF Program?

Civil complaints, removals, and cover sheets; any document filed by a party proceeding *pro se*, unless otherwise approved by the court; administrative records over 3 megabytes; confidential agreements, Grand Jury material and warrants; Social Security transcripts; state court records submitted with a respondent's answer to a habeas corpus petition; discovery materials, except when used at trial or in support of any motion, including a motion to compel or for summary judgment; and any document that cannot be scanned or otherwise converted to electronic format.

As a participant in the CM/ECF Program, do I automatically receive notice and service of documents electronically?

Yes, participation by a Registered Participant in the Court's CM/ECF system by registration and receipt of a login and password from the Clerk of Court shall constitute consent by that Registered Participant to the electronic service of pleadings and other papers under applicable Federal Rules of Civil, Criminal and/or Bankruptcy Procedure.

How do I sign an electronically filed document?

The electronic filing of any document by a Registered Participant shall constitute the signature of that person for all purposes provided in the Federal Rules of Civil, Criminal and/or Bankruptcy Procedure. All pleadings and other papers and documents electronically filed shall either contain a scanned image of any signature(s) therein, the use of a signature font, or indicate the signature by inserting "/s/ Jane Attorney" in any place in the document where an original signature would be utilized in a conventional document

How long should a party retain a conventionally signed document?

The original of all conventionally signed documents that are electronically filed shall be retained by the filing party for a period of not less than the maximum allowed time to complete any appellate process, or the time the case or Adversary Proceeding of which the document is a part, is closed, whichever is later. The document shall be produced upon an Order of the Court.

What if someone disputes the authenticity of a signature of an electronically-filed document?

Anyone who disputes the authenticity of any signature of electronically-filed documents shall file an objection to the document within ten days of receipt of the document or notice of its filing, whichever occurs first.

What happens if an electronic filing was not timely due to technical failure?

Any Registered Participant or other person whose filing is made untimely or who is otherwise prejudiced as a result of a technical failure at or by the Court, may seek appropriate relief from the Court. The Court shall determine whether a technical failure has occurred or whether relief should be afforded on a case by case basis.